



# **CITY OF MEMPHIS ENGINEERING DIVISION**

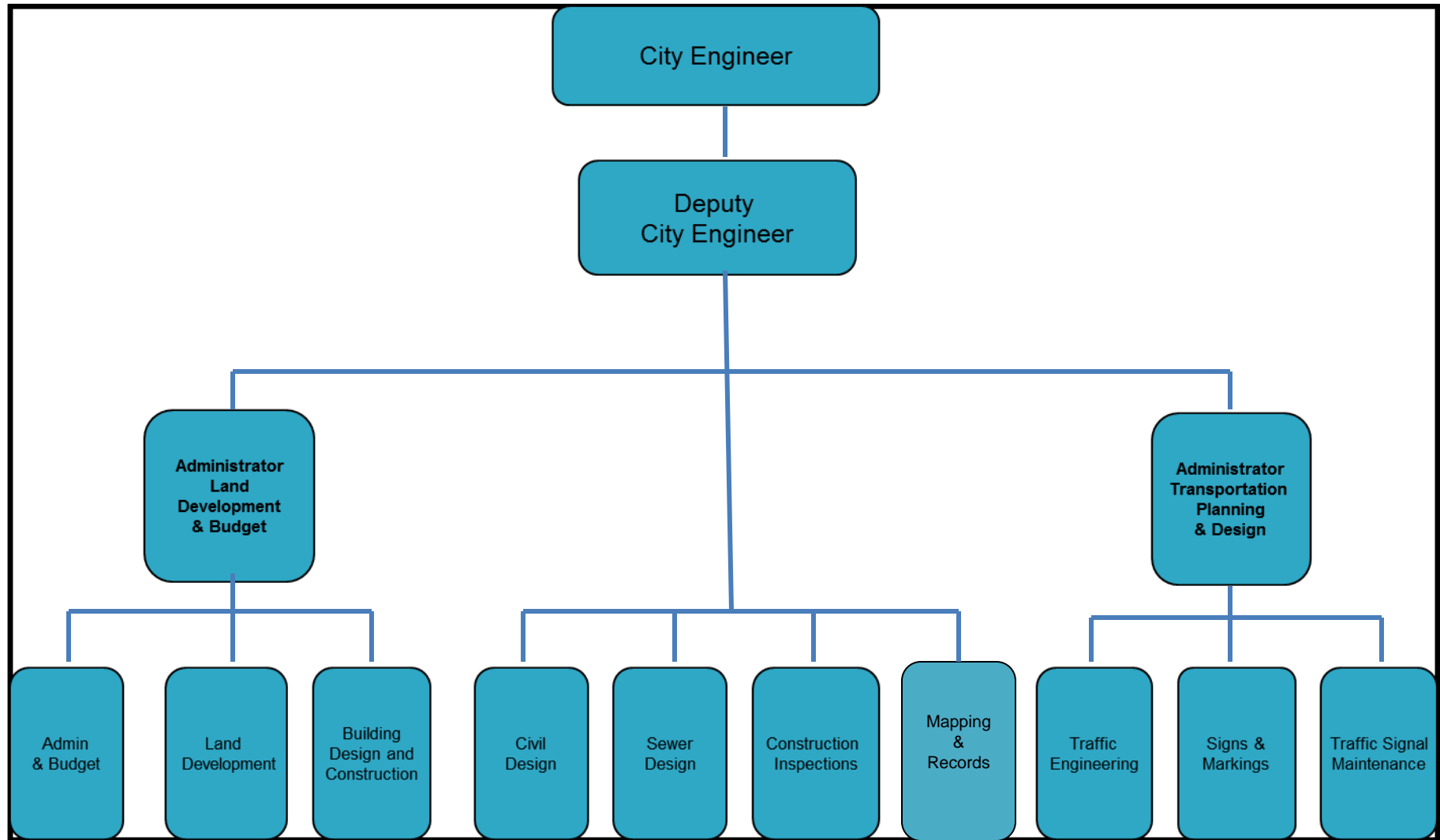
**FY 2017 O&M Budget Request  
Manny Belen,  
Interim Engineering Director  
Fund: General Fund**

# **Engineering Division**

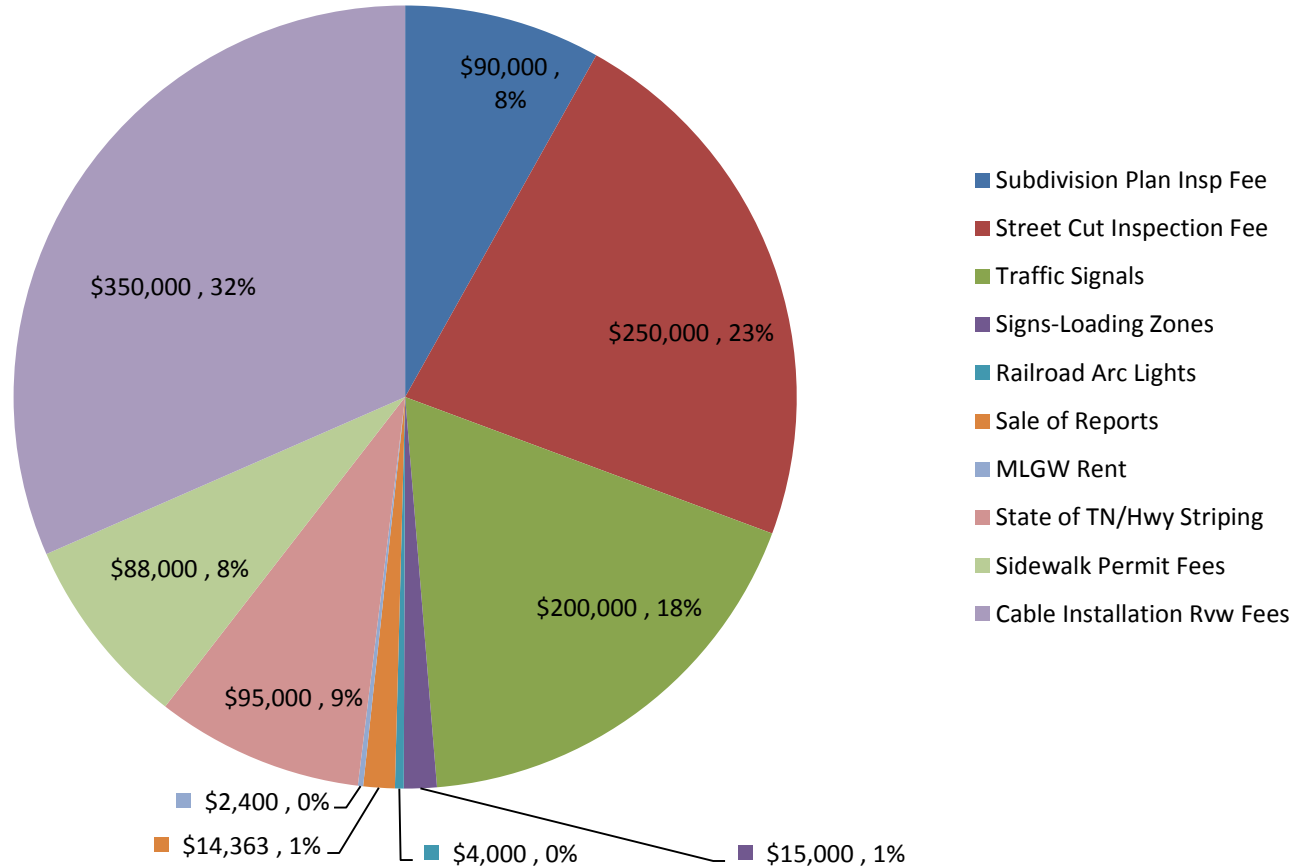
## **Mission Statement:**

**To provide quality engineering and project management services to ensure properly planned, designed, and constructed public projects are delivered to the citizens of Memphis in a timely and cost-efficient manner.**

# Organization Chart

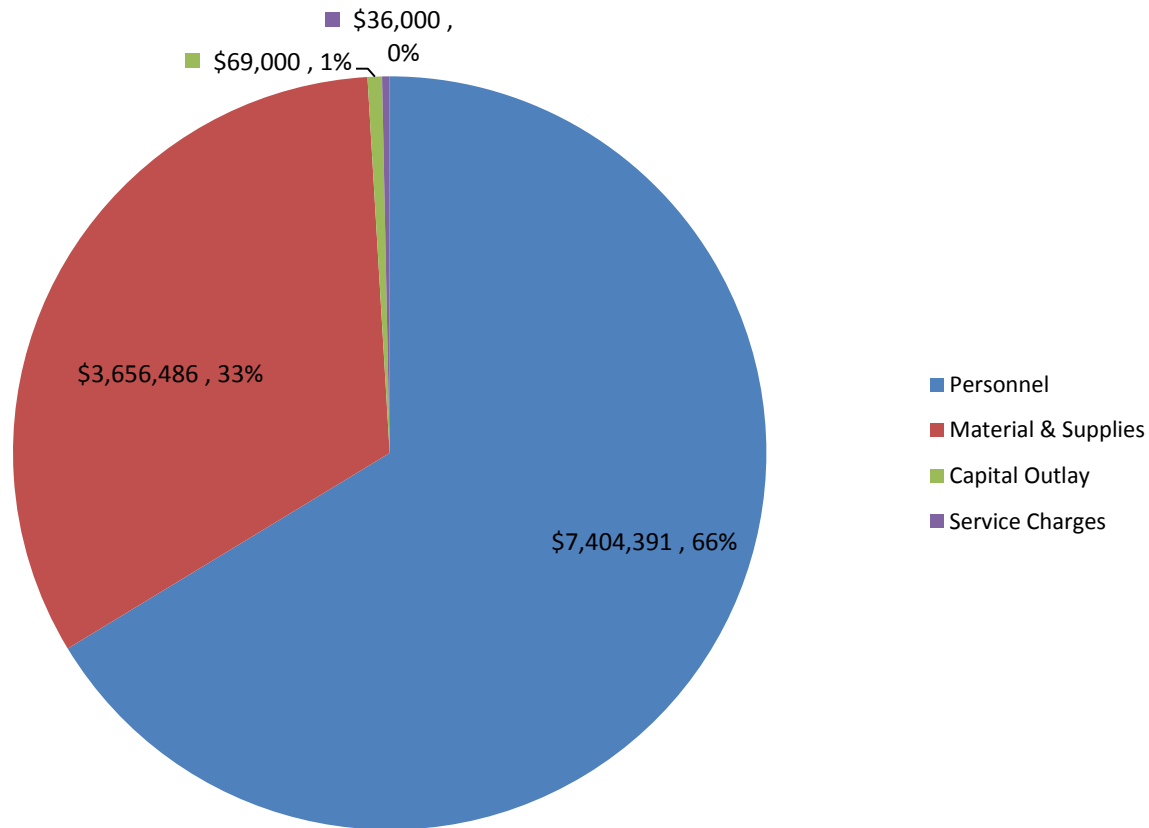


# Revenue Budget by Category



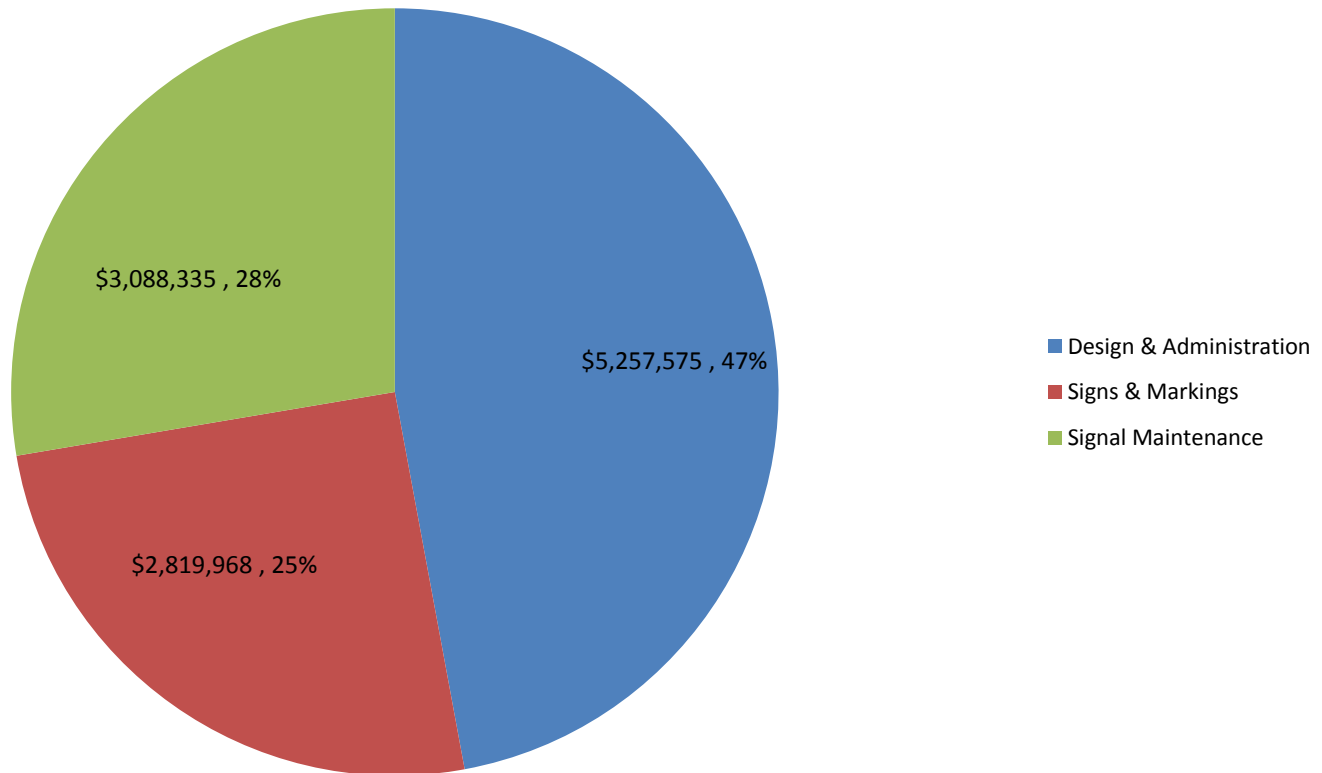
**Total Division Revenue \$1,108,763**

# Expenditures by Category



**Total Division Gross Expenditures \$11,165,877**

# Expenditure Budget by Program Level



**Total Division Gross Expenditures \$11,165,878**

# **Overview of the New Service Delivery – Initiatives in the FY 2017 Budget**

## **Staffing Changes:**

- **None**

## **Program Changes reflected in FY 2017 Plan:**

- **None**

# Bridge Analysis

## Engineering Division - Net Expenditure

**FY2016 Adopted (Engineering Division Expenditures - General Fund)**

**\$9,788,145**

### Personnel Services

Full Time Salaries	\$	90,517
Overtime	\$	(50,000)
Pension	\$	6,392
Pension Arc Funding	\$	85,982
Other Post Employment Benefits	\$	(60,517)
Salaries - Part Time/Temporary	\$	80,000
Life/Health Insurance/Unemployment/ Medicare/Disability	\$	31,587
Benefits Adjustments	\$	27,064

Full Time Salaries - Increases represent the full impact of COLA's that began in January 2016

Signal Maintenance decreased Overtime for Temp Employee increase

HR Driven Cost

Administrative initiative to meet funding requirements.

HR Driven Cost

**\$50,000** Signal Maintenance temp employees for fiber locates  
\$30,000 Traffic Engineering Design - temps to fill vacancies

Increase commensurate with employee participation

HR Driven Cost

**Total Increase in Personnel Expenses \$ 211,025**

### Material and Supplies

Misc Professional Services	\$	393,500
Material and Supplies - Others	\$	(10,555)

**\$350,000** Cable installation plans review (reimbursed)  
\$43,500 TN 1 Call services for traffic signal fiber optics

Adjustments within Service Centers

**Total Increase in Materials and Supplies \$ 382,945**

### Capital Outlay

Equipment	\$	25,000
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Large format scanner for Land Development

**Total Increase in Capital Outlay \$ 25,000**

**Total Increase in Expenditures \$ 618,970**



# Bridge Analysis

## Revenue

Cable Installation Permit Fees	\$	350,000	\$350,000	Increase due to revenue received for cable installation permits
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<b>Total Increase in Revenue</b>	<b>\$</b>	<b>350,000</b>
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<b>Engineering Division Net Increase / (Decrease)</b>	<b>\$</b>	<b>268,970</b>
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<b>FY 2017 Budget Proposed (Expenditure Budget - General Fund)</b>	<b>\$10,057,115</b>
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## **Divisional Operating Revenue & Expenditure Details**

# Program Comparative Summary

	<u>FY16</u> <u>Adopted</u>	<u>FY17</u> <u>Request</u>	<u>Increase/</u> <u>(Decrease)</u>
<b><u>Revenues</u></b>			
Design and Administration	663,763	1,013,763	350,000
Signs and Markings	<u>95,000</u>	<u>95,000</u>	<u>0</u>
<b>Total Revenues</b>	<b>758,763</b>	<b>1,108,763</b>	<b>350,000</b>
 <b><u>Expenditures</u></b>			
Design and Administration	4,664,632	5,257,575	592,943
Signs and Markings	2,832,733	2,819,968	(12,765)
Signal Maintenance	<u>3,049,543</u>	<u>3,088,335</u>	<u>38,792</u>
<b>Total Expenditures</b>	<b>10,546,908</b>	<b>11,165,878</b>	<b>618,970</b>
 <b>Net Expenditures</b>	<b>9,788,145</b>	<b>10,057,115</b>	<b>268,970</b>

## **Cost Trends And Other Detailed Information**

# 5-Year Expenditure Trend Report – Division Level

City of Memphis  
Five-Year Expense Trend Report

As of: MarYTD FY16

**S250000 Division - City Engineer 0111 General Fund**

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	<b>FY16</b>	<b>FY16</b>	<b>FY17</b>
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Forecast	Budget	Request
	<i>Final</i>	<i>Final</i>	<i>Final</i>			FY16 Adopted	Stage 2
<b>500 Personnel Services</b>							
051101 Full-Time Salaries	4,635,509	4,635,515	4,584,763	3,406,430	5,666,347	6,143,834	6,234,351
051102 Holiday Salary Full Time	271,432	272,123	261,641	210,610	146,475	0	0
051103 Vacation Leave	363,852	370,852	374,841	276,905	198,056	0	0
051104 Bonus Leave	43,612	41,133	45,612	36,947	20,196	0	0
051105 Sick Leave	204,515	263,582	225,059	179,539	112,757	0	0
051202 Overtime	112,951	132,001	224,069	219,896	291,450	291,200	241,200
051206 Out of Rank Pay	26,997	21,334	23,195	12,396	38,550	35,757	35,757
051212 Longevity Pay	7,431	6,646	6,859	6,605	6,605	0	0
051214 Shift Differential	10,848	10,816	10,144	7,904	12,360	12,360	12,360
051218 Retirement Benefits	126,737	309,050	19,278	82,423	105,417	91,000	91,000
051220 Required Special License Pay	0	8	208	152	104	0	0
051302 Pension	292,504	313,633	316,582	234,546	319,410	319,410	325,802
051304 Social Security	3,459	4,024	4,240	2,983	2,185	0	0
051307 Pension ARC Funding	0	0	470,964	273,879	547,779	547,779	633,761
051308 Group Life Insurance	16,618	16,174	14,789	10,573	16,987	16,865	16,726
051310 Unemployment	20,650	16,820	16,200	11,770	11,770	11,770	8,640
051314 Medicare	71,797	78,231	78,370	60,406	91,750	91,751	92,410
051315 Long Term Disability	15,346	15,297	15,090	10,976	16,685	16,685	16,968
051320 Health Insurance - Basic	14,566	12,770	17,033	18,369	24,264	22,082	30,747

# 5-Year Expenditure Trend Report – Division Level *Continued*

## ***S250000 Division - City Engineer 0111 General Fund***

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	<b>FY16</b>	<b>FY16</b>	<b>FY17</b>
	YearTotal	YearTotal	YearTotal	MarYTD	<b>Total Year</b>	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<b>Forecast</b>	<b>Budget</b>	<b>Request</b>
	<i>Final</i>	<i>Final</i>	<i>Final</i>		<b>FY16 Adopted</b>		<b>Stage 2</b>
<b>500 Personnel Services (continued)</b>							
051322 Health Insurance - Premier	711,452	670,700	726,141	533,571	679,336	731,453	756,702
051323 Other Post Employment Benefits	92,570	46,758	0	0	0	90,909	30,392
051402 Salaries - Part Time/Temporary	55,784	64,838	68,072	48,107	66,324	52,416	132,416
051501 On the Job Injury	26,171	26,798	26,117	112,823	113,031	25,000	25,000
051601 Payroll Reserve	39,084	18,020	23,086	-80,189	-80,189	0	0
051901 Attrition	0	0	0	0	0	-249,449	-249,449
056199 Expense Recovery - Personnel	-835,454	-1,020,266	-800,596	-702,656	-1,113,900	-1,000,000	-1,000,000
051326 Benefits Adjustments	0	0	0	0	-9,659	-57,456	-30,392
<b>Total 500 Personnel Services</b>	<b>6,328,429</b>	<b>6,326,854</b>	<b>6,751,757</b>	<b>4,974,963</b>	<b>7,284,091</b>	<b>7,193,366</b>	<b>7,404,391</b>

# 5-Year Expenditure Trend Report – Division Level *Continued*

## **S250000 Division - City Engineer 0111 General Fund**

	FY13	FY14	FY15	FY16	FY16	FY16	FY17
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<b>Forecast</b>	<b>Budget</b>	<b>Request</b>
	<i>Final</i>	<i>Final</i>	<i>Final</i>		<b>FY16 Adopted</b>		<b>Stage 2</b>
<b>505 Materials &amp; Supplies</b>							
052112 City Storeroom Supplies	2,663	1,092	1,603	885	4,640	4,640	4,640
052116 City Shop Charges	132,493	154,533	132,299	153,124	185,099	166,587	190,469
052124 City Shop Fuel	126,001	139,212	116,644	58,089	138,443	137,532	123,779
052204 City Computer Svc Equipment	343	793	258	102	2,209	2,209	7,675
052208 Data/Word Process Software	22,774	22,774	22,441	22,441	22,441	22,441	0
052210 City Telephone/Communications	24,404	24,642	16,986	21,976	23,011	18,862	18,862
052302 Printing - Outside	363	1,460	1,400	0	820	820	820
052304 Supplies - Outside	19,069	22,367	18,046	16,631	41,458	41,458	41,458
052308 Hand Tools	7,819	7,132	6,611	5,824	9,504	9,504	9,504
052310 Clothing	24,459	25,096	31,833	24,022	30,529	30,233	30,533
052316 Safety Equipment	5,644	7,658	3,903	7,857	10,372	10,365	11,365
052318 Drafting/Photo Supplies	4,200	1,866	0	2,077	2,500	2,500	2,500
052324 Outside Postage	361	709	938	6,489	1,655	1,575	1,575
052330 Paints Oils & Glass	235,337	237,916	202,559	190,777	325,520	300,000	300,000
052332 Steel & Iron Products	47,037	70,549	25,148	114,560	139,626	90,000	90,000
052336 Pipe Fittings & Castings	3,529	2,610	3,911	1,096	3,000	3,000	3,000
052338 Lime Cement & Gravel	405	1,017	653	450	1,000	1,000	1,000
052340 Chemicals	0	0	0	100	100	0	0
052342 Materials and Supplies	193,257	235,929	233,879	194,050	275,267	256,233	255,233
052402 Maintenance Traff. Signal System	711	891	6,425	0	4,000	4,000	4,000
052408 Outside Vehicle Repair	1,119	394	31,164	17,320	18,255	4,840	4,840
052410 Outside Equipment Repair/Maint	47,862	49,183	52,912	1,078	59,029	59,029	59,029

# 5-Year Expenditure Trend Report – Division Level *Continued*

## **S250000 Division - City Engineer 0111 General Fund**

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	<b>FY16</b>	<b>FY16</b>	<b>FY17</b>
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Forecast	Budget	Request
	<i>Final</i>	<i>Final</i>	<i>Final</i>		<b>FY16 Adopted</b>		<b>Stage 2</b>
<b>505 Materials &amp; Supplies (continued)</b>							
052498 Internal Repairs and Maintenance	0	64,034	120,646	128,086	417,559	228,694	228,694
052512 Advertising/Publication	0	0	0	762	0	0	0
052518 Janitorial Services	7,487	7,680	7,260	5,940	8,000	8,000	8,000
052526 Seminars/Training/Education	3,970	12,445	36,236	4,384	63,990	40,711	37,711
052528 Misc Professional Services	102,799	10,376	366,439	504,030	735,095	387,000	780,500
052610 Travel Expense	1,572	3,450	3,948	5,148	4,956	3,750	3,750
052611 Unreported Travel	0	1,229	0	-333	67	400	400
052720 Outside Fuel	0	0	26,818	0	0	0	0
052730 Mileage	138,484	120,827	215,781	107,037	181,655	181,655	188,351
052810 Utilities	201,126	184,131	185,963	120,971	180,616	180,608	180,608
052307 Wonders Materials	0	0	750	0	0	0	0
052920 Insurance	29,871	29,645	34,002	39,307	39,347	39,347	38,913
052921 Claims	8,194	3,452	220,794	-190,485	85,000	300,000	300,000
052923 Lawsuits	3,500	133,292	168,290	319,156	238,630	23,630	23,630
052930 Dues/Memberships/Periodicals	7,053	11,220	8,648	4,515	13,548	13,548	13,548
052933 Radio Trunking Lease	0	0	0	0	2,000	2,000	2,000
052950 Misc Services and Charges	63,840	65,617	-39,471	125,273	694,400	392,271	385,000
052953 Urban Art Maintenance	6,380	12,229	4,239	2,800	10,000	10,000	10,000
053206 Equipment Rental	0	163,050	326,100	162,968	489,150	326,100	326,100
056299 Expense Recovery - M & S	-79,535	-28,068	-62,970	-33,377	-47,431	-31,000	-31,000
<b>Total 505 Materials &amp; Supplies</b>	<b>1,394,589</b>	<b>1,802,432</b>	<b>2,533,085</b>	<b>2,145,132</b>	<b>4,415,061</b>	<b>3,273,542</b>	<b>3,656,486</b>



# 5-Year Expenditure Trend Report – Division Level *Continued*

## *S250000 Division - City Engineer 0111 General Fund*

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	<b>FY16</b>	<b>FY16</b>	<b>FY17</b>
	YearTotal	YearTotal	YearTotal	MarYTD	<b>Total Year</b>	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<b>Forecast</b>	<b>Budget</b>	<b>Request</b>
	<i>Final</i>	<i>Final</i>	<i>Final</i>		<b>FY16 Adopted</b>		<b>Stage 2</b>
053106 Prod/Constr/Maint Equipment	0	0	0	10,578	44,000	44,000	44,000
053108 Equipment	0	0	0	0	0	0	25,000
053109 Security Equipment	0	0	0	1,212	0	0	0
<b>FSC510 510 Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,790</b>	<b>44,000</b>	<b>44,000</b>	<b>69,000</b>
056499 Expense Recovery - State Street Aid	-1,950,489	-3,122,593	-4,098,922	0	0	0	0
<b>FSC525 525 Expense Recovery</b>	<b>-1,950,489</b>	<b>-3,122,593</b>	<b>-4,098,922</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
052949 Credit Card Fees - Expense	0	23,423	45,111	47,229	36,000	36,000	36,000
<b>FSC550 550 Service Charges</b>	<b>0</b>	<b>23,423</b>	<b>45,111</b>	<b>47,229</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
052940 Depreciation - Purchased	0	0	7	0	0	0	0
<b>FSC590 590 Depreciation on Own Funds</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total expenditures</b>	<b>5,772,529</b>	<b>5,030,117</b>	<b>5,231,038</b>	<b>7,179,115</b>	<b>11,779,152</b>	<b>10,546,908</b>	<b>11,165,878</b>

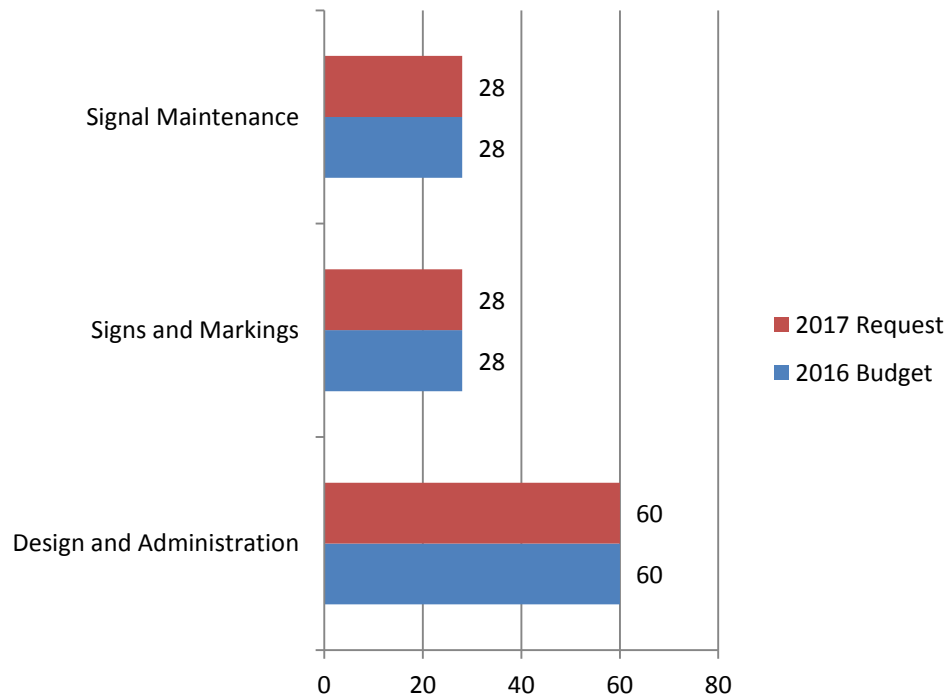
# 5-Year Expenditure Trend Report – Division Level *Continued*

## *S250000 Division - City Engineer 0111 General Fund*

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	<i>FY16</i>	<i>FY16</i>	<i>FY17</i>
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<b>Forecast</b>	<b>Budget</b>	<b>Request</b>
	<i>Final</i>	<i>Final</i>	<i>Final</i>			<b>FY16 Adopted</b>	<b>Stage 2</b>
<b><u>Revenue:</u></b>							
FSS100 100 Franchise Tax	0	0	0	85,933	0	0	350,000
<b>FSC430 430 Local Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,933</b>	<b>0</b>	<b>0</b>	<b>350,000</b>
FSS145 145 Other License and Permits	84,984	28,163	24,429	10,286	88,000	88,000	88,000
<b>FSC440 440 Licenses and Permits</b>	<b>84,984</b>	<b>28,163</b>	<b>24,429</b>	<b>10,286</b>	<b>88,000</b>	<b>88,000</b>	<b>88,000</b>
FSS160 160 Building and Other Inspection Fees	104,058	260,588	130,149	152,520	90,000	90,000	90,000
FSS180 180 Rents	2,200	2,400	2,200	1,800	2,400	2,400	2,400
FSS190 190 Other Charges for Services	631,652	619,899	628,378	493,471	469,000	469,000	469,000
<b>FSC450 450 Charges for Services</b>	<b>737,910</b>	<b>882,887</b>	<b>760,727</b>	<b>647,791</b>	<b>561,400</b>	<b>561,400</b>	<b>561,400</b>
047010 St TN Highway Maint Grant	106,834	117,110	161,447	0	95,000	95,000	95,000
<b>FSC465 465 State Grants</b>	<b>106,834</b>	<b>117,110</b>	<b>161,447</b>	<b>0</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>
FSS220 220 Other - Misc	10,493	10,419	-3,397	3,910	15,031	14,363	14,363
<b>FSC475 475 Other Revenues</b>	<b>10,493</b>	<b>10,419</b>	<b>-3,397</b>	<b>3,910</b>	<b>15,031</b>	<b>14,363</b>	<b>14,363</b>
<b>Total Revenues</b>	<b>940,221</b>	<b>1,038,579</b>	<b>943,206</b>	<b>747,920</b>	<b>759,431</b>	<b>758,763</b>	<b>1,108,763</b>
<b>Net Operations</b>	<b>-4,832,308</b>	<b>-3,991,538</b>	<b>-4,287,832</b>	<b>-6,431,195</b>	<b>-11,019,721</b>	<b>-9,788,145</b>	<b>-10,057,115</b>

# **Personnel Comparative Information**

# Authorized Complement Comparison

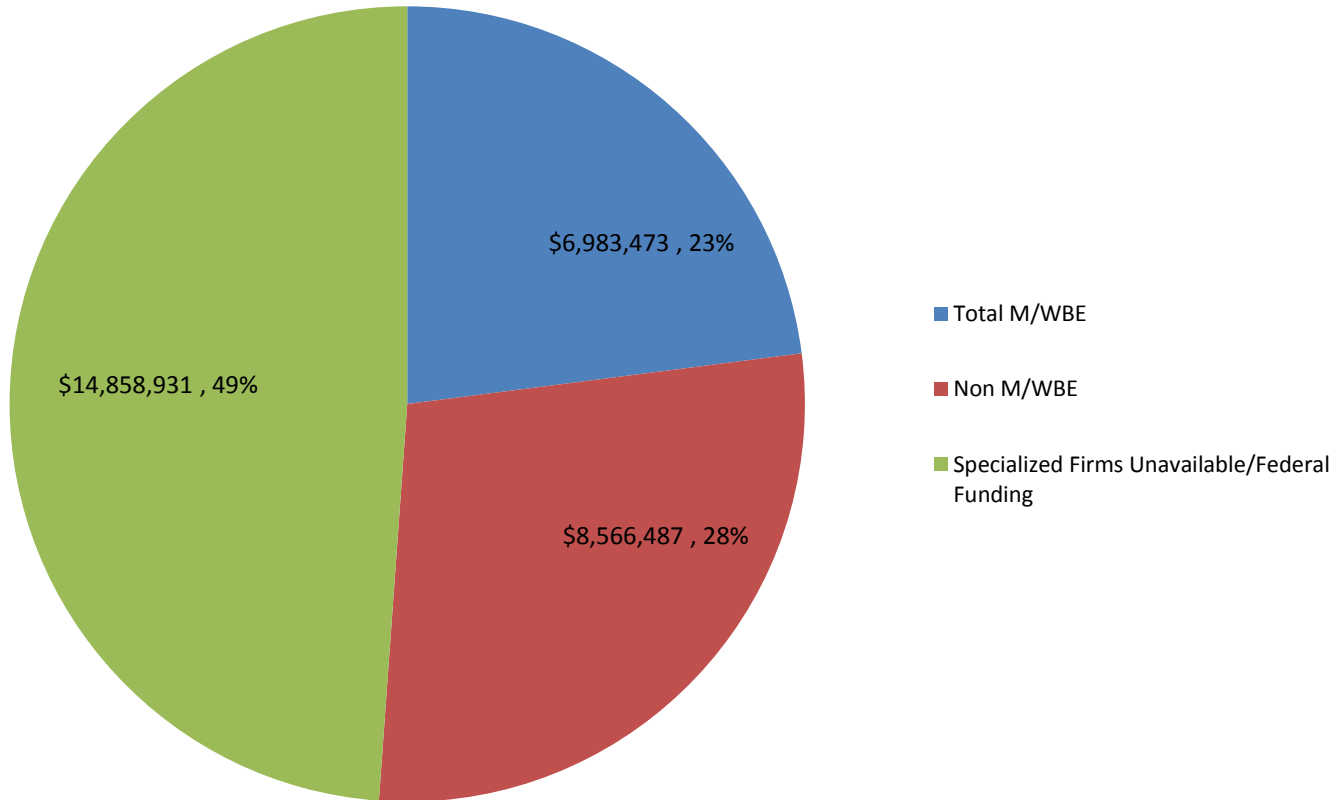


	2016 Budget	2017 Request
Design and Administration	60	60
Signs and Markings	28	28
Signal Maintenance	28	28
	<hr/> 116	<hr/> 116

## Vendor Detail for Professional Services

Legal Level	Legal Level	Division Total Amount	Comments	% of Account Total
250100	Design and Administration	\$350,000	Route investigation, plans review and const insp for underground private cable installations in excess of one (1) mile. (Costs 100% reimbursed by cable provider)	44.84%
250100	Design and Administration	\$240,000	Outsourced 24/7 locate services for City's buried fiber optic system controlling traffic signals.	30.75%
250100	Design and Administration	\$120,000	Coordination of private development plans reviews	15.37%
250100	Design and Administration	\$70,500	As needed engineering services throughout fiscal year	9.03%
		<b>\$780,500</b>		<b>100.00%</b>

## M/WBE Participation FY16 to Date (7/15 – 12/15)



Total Spend to Date: \$30,408,891

## Engineering Division Authorized Complement FY07-FY17

